

76-171 thru 76-174

4171-11

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# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

<b>FOR AGENCY USE</b>		<b>FOR RECORDS MANAGEMENT USE</b>	
<b>1. Agency Address</b> Department of Human Resources State and Local Coordination Special Administrative Services Unit 47 Trinity Avenue, Rm. 403-S Atlanta, Georgia		<b>Application Number</b> 76-174-A	
<b>Application Date</b> July 12, 1977	<b>Application Number</b> DHR-155	<b>Date Received</b> JUL 18 1977	<b>Date Completed</b> JUL 28 1977
<b>2. Person to Contact</b> Eugene Owen		<b>Working Title</b> Director	<b>Telephone Number</b> 656-4421
<b>3. Action Requested</b> a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 76-174. Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
<b>4. Dates of Series</b> Earliest: 1970      Latest: Present		<b>5. Records Series Title (followed by title used in office, if different)</b> Special Administrative Services Director's Subject Files	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? <p>The Office of State and Local Affairs has the responsibility of coordinating the activities of the Department with the State Legislature; the Attorney General; the County Commissioners' Association; and the Municipal Association. In addition, this office is responsible for the coordination of activities relating to rules and regulations that require Board approval of formal hearing; the coordination of the Department's efforts in providing disaster relief and working with the Office of Planning and Budget maintaining a system for tracking legislation that affects the Department.</p> <p>Special Administrative Services Unit is responsible for administering a concentrated program of special administrative services; investigate and refer fraud cases to the counties; to receive appeals on initial eligibility decisions and to hold fair hearings on the same.</p> <p>(See attached sheet)</p>			
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: all areas of interest and responsibility of the Director of Special Administrative Services.</p> <p>Included are: correspondence reports, studies, memos concerning policy and procedure for units within the Special Administrative Section, legislative and budget material, communications with state and federal officials and other documents relating to the functional areas of the Section.</p> <p>File is arranged: chronologically by year, thereunder, alphabetically by subject.</p>			
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>2</u> ?			
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Other affiliated officers</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>7</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 4 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7-11-77	<i>[Signature]</i>	7-5-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-25-77
		Secretary of State/Designee	7-28-77
		Attorney General/Designee	7-25-77

Department of Human Resources  
State and Local Coordination  
Special Administrative Services Unit  
47 Trinity Avenue, Rm. 403-S  
Atlanta, Georgia

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To provide hearings on final appeals as the ultimate step in Agency administrative review, to coordinate and expedite relationships with the Office of the Attorney General and to Coordinate the preparation, introduction and passage of DHR's Annual Legislative Package, to provide general informational legal services to the Department.

76-174

Special Administrative Services Director's Subject Files

Documents relating to all areas of interest and responsibility of the Director of Special Administrative Services.

Included are correspondence reports, studies, memos concerning policy and procedure for units within the Special Administrative Section, legislative and budget material, communications with state and federal officials and other documents relating to the functional areas of the Section. File is arranged chronologically by year, thereunder alphabetically by subject.

Cut-off file at the end of the calendar year, hold in current files area for 3 years; then destroy. Earlier destruction is authorized.

D-76-25

Factory For The Blind Administrative Support Files

Documents relating to maintenance of administrative support documents for the Factory for the Blind Program before Reorganization of State Government in 1972. Included are correspondence, reports, memos concerning policy and procedure for the Factory for the Blind Units, budget material and similar and related documents. Files are arranged alphabetically by subject.

Retire to State Archives.

Please note: This is one-time disposition standard. State Archiv Personnel have requested that this file series (1 drawer accumulation) be retired to State Archives.